

ADMINISTRATIVE ASSISTANT TO THE VICAR GENERAL AND THE EPISCOPAL VICAR FOR CLERGY

The **Vicar General** serves as the principal deputy of the Bishop in the exercise of executive authority. The Vicar General assists the Bishop in the general care and administration of the Diocese of San Jose.

The **Vicar for Clergy**, in service to the Bishop, assists and supports priests and deacons in their ministry to the faithful of the Diocese of San Jose.

POSITION SUMMARY:

Administrative Assistant to the Vicar General

- Conducts research necessary to assist the Vicar General.
- Prepares and distributes correspondence from the Vicar General to all clergy and/or parishes
- Prepares and distributes agendas, minutes, and rosters for the Lay Retirement Board.
- Collects statistics for the annual October Mass Counts

Administrative Assistant to the Vicar for Clergy

- Supports the Vicar for Clergy in cyclical projects, facilitating the planning and details for the various workshops, luncheons, special events, and special projects.
- Records and maintains Letters of Suitability for resident and visiting priests
- Coordinates the Ministry to the Sick program: schedules on-call priests to respond to emergencies, trains and oversees answering service, and solves problems.
- Ensures clergy compliance with Safe Environment requirements.
- Maintains clergy personnel files.
- Reproduces and distributes forms for clergy personnel
- Updates and maintains Priest Personnel Handbook
- Maintain rosters of clergy boards and committees
- Assists the Council of Priests, Clergy Personnel Board, and Priests Retirement Board: taking minutes, updating rosters, making copies, and setting up meetings.

Shared Support

- Provides excellent professional, administrative and clerical support.
- Welcomes and offers hospitable reception to visitors and staff
- Screens and routes the high volume of phone calls, answers questions, and resolves problems within the scope of authority and responsibility, demonstrating tact, confidentiality, professionalism, and responsive and supportive follow-up.
- Prepares documents and correspondence in English and Spanish with accuracy and cultural sensitivity.

- Manages documents, such as filing and copying.
- Uses a variety of office technology hardware and software.
- Using Diocesan protocol, tracks correspondence and maintains proper file retention.
- Assists with planning and coordinating meetings, including hospitality.
- Keeps accurate calendars for the Vicar General and the Vicar for Clergy.
- Facilitates financial payments and maintains budget and expenses.
- Serves as a resource for clergy staff and related offices
- Coordinates and orders office supply inventory.
- Assists with Receptionist duties during breaks as needed.
- Performs other duties as required.

Qualifications:

- Knowledge of the Roman Catholic Church and the Diocese of San Jose, diocesan structures, policies, and practices. Strong alignment with and support of the values, teachings, and traditions of the Catholic Church.
- Associate degree or two years of higher education. Bachelor's degree or equivalency preferred.
- Minimum of five years of appropriate and progressive administrative experience required.
- Demonstrated discretion in working with highly confidential and sensitive information; and to handle calls and contacts of a sensitive nature specific to the Office of the Vicar General and the Office of the Vicar for Clergy.
- Dependable and accurate in completing work assignments in a timely manner; demonstrated initiative in responding to requests and carrying out projects.
- Excellent time management to accomplish successfully diverse and changing workload and responsibilities.
- Excellent skills in preparing and formatting written correspondence and documents.
- Experience and proficiency with a variety of software, including Microsoft Office 365, and data management.
- Experience and skills in successful event management, from small meetings to large-scale events.
- Professional demeanor and appearance; excellent telephone and interpersonal skills.
- Capacity and enthusiasm for being flexible and collaborative with other staff members.
- Dedicated to providing a highly professional experience and to positively contribute to an office environment and culture of service, respect, confidentiality, empathy, and diplomacy.
- Fluency in speaking, reading, and writing in Spanish preferred.

This a full-time position. Normal working hours are 8:30 a.m. to 5:00 p.m.